

Pat M. Olmstead

**1616 Mockingbird Lane
Chicago, IL 60601
555-123-3456 (h)**

**Announcement: SES-2010-0003
olmstead@server.net
555-698-5678 (w)**

PROFILE:

- Highly skilled in leading and executing complex and multi-disciplinary projects at all organizational levels
- Proven leader and manager of national programs, resources, and staff
- Over 28 years' experience as a telecommunications and information technology professional

EXPERIENCE:

**Executive Assistant, GS-15
Agency Headquarters, Washington, DC**

February 2009 – Current

Direct oversight of four major programs and nine operational divisions providing information technology services for the agency. Directly coordinate with Regional Directors and Office of the Secretary staff. Synchronize all efforts to achieve the agency requirement to enable global support of staff operating from a securely managed network with reduced cost of ownership.

Accomplishments:

- Created a secure data network which serves as the baseline for a global enterprise data network. This new network increased information security two-fold while providing unfettered access to critical user information. **Results Driven**
- Developed innovative policies for providing secure wireless email at the enterprise level. These policies are now being incorporated by other Federal Government agencies. **Leading Change**
- Integrated best business practices from commercial vendors and created an efficient automated process to re-image more than 5,000 computer systems to a common secure baseline. **Results Driven**
- Met weekly with Senior Leaders to assist them in achieving the necessary change management in their organizational processes. Encouraged discussion of differences to generate the best options for implementation. **Building Coalitions, Leading People**
- Created the initial templates for global enterprise that can deliver objective levels of service with measurable metrics. **Results Driven**
- Presented the methodology to execute a myriad of policy changes at several forums and conferences. **Building Coalitions**

**Senior Program Manager, GS-15
Agency Headquarters, Washington, DC**

May 2005 – January 2009

Led a 4,000 person communications organization responsible for providing communications and information management to staff worldwide.

Accomplishments:

- Negotiated multi-year funding, coordination, and implementation for fiber optic infrastructure valued in excess of \$20 million and supporting 10,000 users. **Building Coalitions, Business Acumen**
- Led the transition from legacy microwave systems to a cutting edge fiber optic network with upgraded technological capabilities that increased the carrying capacity capability 90-fold. **Leading Change**
- Managed requirement analysis and implementation of a \$40 million annual contract for communications architecture. **Business Acumen**

Program Manager, GS-15
Agency Headquarters, Washington, DC

August 2002 – April 2005

Responsible for integrating and coordinating information technology requirements and emerging enterprise solutions nationwide. Executed an annual program budget greater than \$160 million.

Accomplishments:

- Directed server consolidation and change management of an 1800 person organization resulting in a reduction of 3 large email servers and a reduction from 11 support contracts to 3, with a net savings of more than \$5 million. **Results Driven, Business Acumen**
- Expanded information assurance and compliance. Reduced non-compliance from nearly 85% to less than 2% across the organization within 5 months. **Results Driven**
- Successfully negotiated for critical funding to provide enterprise technology. This funding enabled the construction of 4 consolidate server locations throughout the country. **Building Coalitions, Business Acumen**
- Successfully integrated 7 incongruous unit level networks into 1 agency wide network. Led the migration of more than 8,000 email users from legacy exchange service to 1 email system. **Results Driven, Leading Change**

Director, Transition Office, GS-15
Agency Headquarters, Washington, DC

June 2000 – July 2002

Led the new Presidential Administration transition team, from confirmation of the Secretary to the vetting, selection, and submission of all political appointee nominations including those requiring Senate confirmation.

Accomplishments:

- Built and managed the workforce needed to staff the Transition Office. Ensured employees were appropriately appraised and rewarded. **Business Acumen, Leading People**
- Inspired team commitment and motivation resulting in the processing of over 5500 applications for 140 political appointment positions. **Leading People, Results Driven**
- Established a comprehensive vetting and tracking process that enabled senior selection officials to effectively and fairly interview prospective candidates and make selection recommendations to the President for final approval by the Senate. Completed initial recommendations to the Secretary and President for all primary positions within 4 months of commencing transition activities. **Results Driven**

- Directed the comprehensive preparation activities for the Secretary and Deputy Secretary for their Senate confirmation hearings, including overcoming repeated obstacles in a high pressure environment. **Leading Change**

**Vice President, Government Sector
Corporate Headquarters, Fairfax, VA**

July 1997 – May 2000

Responsible for developing a new Government Sector business unit. Established and implemented information technology programs in support of Federal Government contracts.

Accomplishments:

- Implemented metrics for defining efficiency, effectiveness and overall success of the business unit. **Results Driven**
- Developed program managers in order to leverage their full range of expertise and capabilities. Encouraged workforce diversity to create atmosphere conducive to high quality service. **Leading People**
- Ensured programs were awarded subsequent contracts. Exceeded corporate goal for contracts by \$10 million. **Results Driven**

**Special Projects Officer, GS-14
Agency Headquarters, Arlington, VA**

August 1995 – June 1997

Provided administrative and protocol support to the Director and Deputy Director of an agency engaged in global research and development of security protocols and emerging technologies. Maintained Top Secret security clearance.

Accomplishment:

- Successfully led an organizational change management initiative to maintain relevancy and core expertise. Collaborated across agencies to build strategic relationships resulting in an increase in customer requests for briefings by agency experts. **Leading Change, Building Coalitions**

EDUCATION:

Master of Business Administration, Georgetown University, Washington, DC
Bachelor of Science - Engineering, Northwestern University, Evanston, Illinois

PROFESSIONAL DEVELOPMENT:

Leadership for a Democratic Society, Federal Executive Institute, Charlottesville, Virginia

AWARDS:

Special Act Award 1997
Secretary's Award 2002
Special Service Award 2005